

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

915 CAPITOL MALL, ROOM 485
SACRAMENTO, CA 95814
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William J. Pavão
Executive Director

**MEMBERS:**

Bill Lockyer, Chair
State Treasurer

Michael Genest, Director
Department of Finance

John Chiang,
State Controller

JOB OPPORTUNITY BULLETIN

Class: Staff Services Manager I
Tenure: Permanent
Time Base: Full-Time
Salary: \$4912 - \$5926

Pending Budget Approval 07/08 Fiscal Year

Under the general direction of the Deputy Executive Director (SSM II), the position functions as a working supervisor on the tax credit programs, participates in policy decisions and makes recommendations for implementing all facets of program operations. The Staff Services Manager I is responsible for developing and implementing administrative procedures for compliance monitoring of low-income housing tax credit projects in accordance with federal and state laws, the Qualified Allocation Plan and Committee regulations, and oversees the functions of the compliance monitoring staff in reviewing all multi-family rental housing projects funded with Low Income Housing Tax Credits. The SSM I supervises, trains, assigns work and directs the day-to-day activities of subordinate staff.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Plans, organizes and directs Compliance Unit staff in the detailed evaluation of the compliance monitoring of tax credit projects with federal occupancy requirements to ensure compliance with federal and state low income housing tax credit laws; Direct responsibility for developing and overseeing the compliance database used to track and analyze the monitoring functions needed for reporting to the IRS, the legislature and Public Records Act. Reviews and coordinates all reports findings of non compliance identified by monitoring staff and takes appropriate action; provides technical assistance to project owners and project managers; develops compliance monitoring workshops; monitors need for changes to agency compliance policies and procedures affected by changes in federal and state law.
- Supervises the monitoring of project development from initial application through construction completion and project occupancy; ensures that progress reports are requested and reviewed; reviews final feasibilities performed and staff reports prepared for placed-in-service for completion of Federal Form 8609 and State Form 3521A; oversees execution of regulatory agreements required by State and Federal law setting forth program requirements, including recording against project property.
- Ensures that all legal records and allocation documents are properly maintained by staff; supervises the completion of detailed tax filings to the Internal Revenue Service and the tracking of all tax credits which are returned for reallocation; meets with officials of allocating agencies in other states; attends seminars and conferences to stay abreast of new developments and new procedures in the program in order to maintain technical expertise.
- Directs research and data analysis for written and oral reports and makes recommendations to the Executive Director regarding program operations. Directs staff in preparing accounting and budget reports, time-keeping records and training requests; supervises front office staff; develops and directs implementation of office procedures; coordinates Committee meetings; monitors Committee regulations and need for amendments.

DESIRABLE QUALIFICATIONS:

- Demonstrated leadership skills.
- Knowledge of California housing development and real estate practices.
- Demonstrated ability to work at the executive level.
- Excellent interpersonal and communication skills.
- Ability to handle multiple projects.
- Computer skills, including an understanding of relational database systems and spreadsheet applications (Excel).

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Manager I or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "342-001-4800-002" next to the classification on your application/resume, i.e., Staff Services Manager I, CTCAC (342-001-4800-002).

FINAL FILING DATE:

Applications will be accepted **Until Filled**. Applicants will be screened and the most qualified will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. The CTCAC complies with the American with Disabilities Act (ADA). If you need additional information or assistance, please contact CTCAC at (916) 654-6340 or TDD (916) 654-9922.